

RAFTER J IMPROVEMENT AND SERVICE DISTRICT
BOARD OF DIRECTORS MEETING
2951 W. Big Trail Drive, Jackson WY 83001 and ONLINE
Phone: 307-733-5262 / Email: Office@RafterJ.Org
November 12, 2025 6:00 p.m.

Minutes of Meeting:

Attending for the District:

Directors:

President: Brian Schilling
Treasurer: Eileen Mosman
Secretary: Janice Smith

Also Attending:

Josiah Nash: for Rafter J owner Teton County
Aida Farag: Rafter J owner and HOA Director

Staff:

Nancy Henderson

Call to Order

President Schilling called the meeting to order at 6:02 p.m.

Approval of Minutes

Eileen amended the 9/11/25 draft minutes. Eileen moved to approve the amended 9/11/25 meeting minutes and the 9/17/25 minutes. Janice seconded the motion. Motion passed unanimously.

Additions/Deletions to the Agenda

Add discussions: PFAS water testing Assisted Agreement, Clearwater Operations adjusted agreement, snow removal position/maintenance, FY 2025-2026 Rate Analyst, free ACH platform for government entities, and accounting duties.

Board Discussion

1. Rafter J roadway and utility easements – legal opinion.

The HOA previously asked if ISD if there are any easements or maintenance agreements for the roads that are located on Rafter J sub-HOA properties. ISD legal counsel has communicated that the ISD does not need to do anything further to formalize Rafter J roadway easements, and the existing easements allow the ISD to maintain Rafter J roadways. The HOA Board is aware of ISD legal counsel communications.

2. WYOWARN (Wyoming Water and Wastewater Agency Response Network) membership.

WYOWARN is a mutual aid and assistance network for water and wastewater utilities in Wyoming. The Board will review the membership document and Brian will forward it to the ISD Attorney for review.

3. PFAS (per- and polyfluoroalkyl substances) testing.

New regulations require semiannual water testing for PFAS by 2027. The estimated cost for two tests is \$700. DEQ (Wyoming Department of Environmental Quality) is offering PFAS Assistance Program that provides free testing and support for public water systems; signup is by December 5, 2025. Janice offered to oversee this opportunity.

4. Clearwater Operations Agreement.

Clearwater Operations has proposed to be the backup operator for \$200 per month and to cover maintenance of chlorine equipment at \$225/hour.

Eileen moved to approve the adjusted Clearwater Operation agreement as proposed. Janice seconded the motion. Motion passed unanimously.

5. Snow removal and maintenance position.

Cory is no longer working for Rafter J and the HOA working on hiring employees for maintenance and for snow removal. The ISD Board will be working on the option of having snow removal performed by a contracted vendor. Brian offered to communicate with Tracy Baiotto, HOA President and the Board will work on creating an RFP for snow removal services.

6. Water Rate Analyst.

Janice offered to prepare a recommendation for contracting with a Rate Analyst.

Maintenance

1. Lot 333 valve extensions.

Valve extensions were required due to surface grading completed by the owner of Lot 333. The owner reimbursed the ISD for installation of the valve extensions.

2. Westwood Curtis (4Rent LLC) water meter install.

4Rent LLC is required to install a water meter for the property occupied by Westwood Curtis Construction. Usage is being estimated until the new meter can be installed.

3. Ridgeline low water meter reading.

The Ridgeline water meters are located in a sub-surface vault and the low meter might have an issue with transmitting readings. Nancy offered to follow up with Ridgeline.

4. South entry roadway erosion control.

Concrete was installed along the roadside at the south entry to mitigate soil erosion, in addition to areas along Big Trail Drive and by park areas. The concrete is a temporary solution; a long term solution will be reviewed in the spring.

5. Portable generator.

The portable generator tires have been replaced.

Clearwater Operations

1. The Board reviewed the October 2025 Operations Report.

2. SCADA system project update.

Installation of the new SCADA system is expected to begin December 2, 2025.

3. Lift station pump replacements.

One pump was replaced at lift station #1 and 2 pumps replaced at lift station #3. There are four backup pumps available to replace failing pumps as needed. Pump replacement and backups were not budgeted. Eileen is concerned that the budget might need to be amended. Janice offered to obtain the total expense amount.

4. Lift station #2 generator update.

The generator at lift station #2 is undersized. Quotes for an 80kw and a 100kw replacement have been obtained. Clearwater is obtaining two more quotes.

5. Sewer infiltration update – American Brant area.

During the NW section camera/cleaning service, sewer infiltration was found in the American Brant area. Janice offered to ask Clearwater to coordinate repairs.

6. SW section sewer camera/cleaning contract for FY 2025-2026.

Clearwater is obtaining a second quote for the SW section.

7. Water tank cleaning.

A water tank cleaning contract for FY 2026-2027 has been signed.

8. Waste water meter.

Clearwater recommends installation of a waste water meter on lift station #2 to monitor usage. Currently, the Town of Jackson charges are based on an hourly calculation. Janice offered to ask Clearwater to obtain a quote for a waste water meter.

Action Items

1. Adams Canyon Water Supply Agreement.

Eileen moved to approve the Adams Canyon Water Supply Agreement. Janice seconded the motion. Motion passed unanimously.

Other Business

1. Rafter J Source Water Protection Plan (SWPP) presentation.

Michelle Christopher, Source Water Protection Specialist, will be presenting the SWPP via zoom on Thursday November 20, 2025 at 5:30 p.m.

2. Hydrant flow rates.

Brian offered to contact an engineer to provide hydrant flow rates.

3. Wyoming One-Call update.

Wyoming One-Call membership requires that ISD water infrastructure data is in shapefile format. Brian offered to contact Rendezvous Engineering, who should be able to assist with this requirement.

4. Homestead Drive/Big Trail Drive culvert.

Repair or replacement of the culvert will be addressed in the spring.

5. Collection letter for legal fees.

A letter to an owner to collect legal fees is pending review by ISD legal counsel.

6. A-frame sidewalk signs.

Previously, the Board discussed using A-frame signs to communicate information to residents. A-frame signs, with interchangeable letters, are estimated at \$197 each plus shipping. The Board authorized staff to purchase four signs.

7. Accounting duties.

Eileen updated board that a 3rd party accountant will be hired for water billing, required government reporting, financial statement reviews, bank reconciliations, property tax reporting, and general ledger reviews. AP/AR, excluding water billing is expected to be handled by HOA staff.2

8. Vehicle trip count data

Collection of vehicle trip count data did not occur this fall but will occur in the future as needed.

9. ACH services.

Janice offered to forward information to Eileen regarding free ACH services that are available for government entities.

10. Public comment.

None.

Next Meeting

Wednesday December 10, 2025, 6:00 p.m.

Adjourn

Eileen moved to adjourn. Janice seconded the motion. All were in favor and the meeting adjourned at 7:39 p.m.